

Baltimore County Board of Education

Div. of Administration and
Special Services
School Lunch Program ✓

School Lunch Program

The United States Department of Agriculture audits the records of the School Lunch Program filed with the State Department of Education. The State Department of Education audits school lunch records of the counties at the individual school cafeterias or at the County Board level in Allegany, Caroline, Montgomery, and Washington Counties, where these records are centrally maintained.

The retention periods for school lunch records are governed by State legislation ~~relating to records~~ as well as the following regulations:

1. Requirement by the Federal Government that program records be retained for three years in addition to the current fiscal year (24 FR 4772, June 12, 1959).

2. Requirement by the State Division of Social Security, Employees' Retirement System, that cafeteria personnel records be retained for Social Security purposes until audited by the Division (Letter dated December 17, 1959, from William S. Sartorius, Assistant State Superintendent in Administration, Finance, and Research to the County Superintendents of Schools citing a letter from Paul H. Fales, Chief of the Division of Social Security, Employees' Retirement System.)

1. SCHOOL LUNCH AGREEMENT FILE

Size: Letter
Dates: 1947 - -
Quantity: 2 file drawer
File Arrangement: Chronological

The agreements effectuating the school lunch program are entered into and signed by the State Department of Education and the County Boards of Education (sponsoring agencies) giving the agreement number, and the stipulations and provisions applying to participation by the two parties signatory to the agreement. The agreements are not renewable periodically but only when a revision is necessary. The original agreements are retained at the State level until renegotiated, audited, and for three years thereafter.

RECOMMENDATION: RETAIN UNTIL RENEGOTIATED AND FOR FOUR YEARS THEREAFTER, AND THEN DESTROY.

2. SPECIAL MILK PROGRAM APPLICATION

Size: Letter size
Dates: 1950 - -
Quantity: 1 file drawer
File Arrangement: Chronological by school

The Special Milk Program Applications are renewable annually and are prepared in triplicate by the school principal giving the agreement number, the name and address of the sponsoring agency (Board of Education), the name and address of the school applying, whether or not the school is currently participating in the program, the average daily attendance, the cost of milk to the school by half pints, the price to be charged for milk to children and adults, and the signatures of the principal and of the Superintendent of Schools. The applications are sent to the State Board of Education for approval, one copy is retained for a period of three years by the State, in addition to the current fiscal year, and two copies are returned to the County, one for the Board files and one for the school applying for participation in the program. The recommendation below applies only to the copy retained by the County Board of Education.

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.

3. SCHOOL LUNCH PROGRAM APPLICATIONS

Size: Letter size

Dates: 1950 - -

Quantity: 1 file drawer

File Arrangement: Chronologically by school

Applications for participation in the School Lunch Program are renewable annually and are prepared by the Principal of each school in triplicate giving the agreement number, the name and address of the sponsoring agency (County Board of Education), the name and address of the school applying, the average daily attendance, the price to be charged for each meal to child or adult, the estimated number of meals to be served each day at reduced prices or no charge, the reimbursement check status showing that all checks have been received or that some checks are outstanding, the value of food on hand by amount purchased and amount supplied by the U.S.D.A., the date of initiating the program, and the signatures of the Principal and the Superintendent of Schools. The three sets of papers are forwarded to the State Board of Education where they are approved, and one is retained for a period of three years in the State files, two copies are returned to the County, one for the files of the Board and one for the school applying for participation in the program. The recommendation below applies only to the copy retained by the County Board of Education.

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.

4. DIRECT DISTRIBUTION PROGRAM RECEIPTS

Size: Letter size

Dates: 1950 - -

Quantity: $\frac{1}{2}$ file drawer

File Arrangement: By date

Receipts for directly distributed commodities under the School Lunch Program are forwarded to the State Department of Education in duplicate giving the number of cases or bags, the date of receipt and the net weight when applicable, the name of the school and the signature of the County Supervisor of the program. The bottom portion of the receipt is filled in by the State Assistant Supervisor of the program as an acknowledgment of the receipt and one copy is returned to the County Board of Education for filing.

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.

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5. DIRECT DISTRIBUTION COMMODITY INVENTORY

Size: Letter size
Dates: 1947 - -
File Arrangement: By school and date
Quantity: 40 ring binders

This record is a biannual inventory by school of Federally distributed food under the School Lunch Program giving the quantities on hand by commodity, the quantities of commodities which could be shared with other schools and the commodities which the school could use. The recommendation below applies only to the copy retained in the School Lunch Division. The State Department of Education retains the commodity inventories for a period of three years in addition to the current fiscal year, prior to destruction.

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.

6. SURPLUS FOOD AND TRANSFER RECEIPTS

Size: Letter size
Dates: 1950 - -
Quantity: 1 file drawer
File Arrangement: By school and date

This is a mimeographed form giving the quantity of food delivered or transferred with space at the bottom for the signature of the principal or cafeteria manager receiving the food, and the date and name of the school.

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.

7. CLAIM FOR REIMBURSEMENT

Form No.: 7-59
Size: Letter size
Dates: 1950 - -
Quantity: 130 ring binders

This form is filed monthly with the Maryland State Department of Education covering all school lunch and milk operations claims for reimbursement under the Federal School Lunch program. The forms, prepared in triplicate, give the name and address of the school, the agreement number, the number of lunches served (Paid and free) and the cost to the pupils, and the amount of reimbursement claimed. The same information is carried in the space reserved for the milk program. The Monthly Profit and Loss Statement (Item 8) is checked against the Claim for Reimbursement. The recommendation below applies only to the copy filed with the Board.

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.

8. MONTHLY PROFIT AND LOSS STATEMENT

Form No.: BECO 66-58

Dates: 1950 - -

Quantity: 1 file drawer

File Arrangement: Chronological by school

The Monthly Profit and Loss Statement is prepared by each school cafeteria giving the month and year, and a breakdown of monthly income, cost of food, other expenses, the cash and bank balances on hand, and a list of accounts receivable. The statement is signed by the school principal. The Profit and Loss Statement is checked against the monthly Claim for Reimbursement (Item 7).

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.

9. SCHOOL LUNCH OFFICE RECORD CARD

Size: 5" x 8"

Dates: 1950 - -

Quantity: 1 card drawer

File Arrangement: By name of school

This is an annual financial record of school lunch expenditures giving the name and location of the school, the names of the principal and cafeteria manager, the year and the month showing the amount of reimbursement under the school lunch program, and the amount spent for food, salaries, equipment and other, the total cash income, total expenditure, the gain or loss and the cumulative balance. This record is prepared by the School Lunch Division; the State Department of Education keeps a similar record derived from the Claims for Reimbursements sheets (Item 7).

RECOMMENDATION: RETAIN PERMANENTLY.

10. SCHOOL LUNCH PERSONNEL FOLDERS

Size: Letter size

Dates: 1951 - -

Quantity: 2 file drawers

File Arrangement: Alphabetically by name

The personnel folders contain all or some of the following papers:

Application

Lunch salary credits

Memoranda and Correspondence

Non-Subversive Affidavits (SEC form 131)

Payroll Changes and Payroll Information Sheets

Resignations

School assignment

The recommendation below complies with the requirement for retention of personnel records subsequent to 1950 until audit by the State Board of Education for Social Security purposes.

RECOMMENDATION: RETAIN FOR THE DURATION OF EMPLOYMENT AND FOR TEN YEARS THEREAFTER. MICROFILM CONTENTS OF FOLDERS AND DESTROY. RETAIN MICROFILM PERMANENTLY.

11. MASTER PAYROLL CARDS

Form No.: RR P26298 (yellow)
RR P26930 (orange)
Size: $3\frac{1}{4}'' \times 7\frac{3}{8}''$
Dates: Current
Quantity: 1 card tray
File Arrangement: Alphabetically by name

This file of Remington Rand punched cards carries the interpretation of the punched data giving the name of the employee and employee number, the school number, the earnings and the base salary with resignations noted. The file is composed of yellow cards (P26298) for permanent employees and orange cards (P26930) for temporary employees. The cards are the basis for preparing the payroll in the payroll Division.

RECOMMENDATION: RETAIN WHILE CURRENT AND FOR THREE YEARS THEREAFTER AND THEN DESTROY.

12. PAYROLL REPORTS AND TIME SHEETS

Size: $11'' \times 17''$
Dates: 1950 - -
Quantity: 2 file drawers
File Arrangement: By school and chronological
Audit: Audited in Payroll Division

The Payroll Reports which are prepared in triplicate by the school cafeteria give the name of the employee, the days worked, the name of the school and account number, absences and overtime and the hourly rate of pay. One copy remains in the school, one in the School Lunch Division, and the third is sent to the Payroll Division. The Time Sheets which accompany the Payroll Reports are prepared only in duplicate and are a daily record of hours worked for the period, one copy remains in the school and the second is filed with the Payroll Report in the School Lunch Division. The recommendation below applies only to the Payroll Reports and Time Sheets filed in the School Lunch Division.

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.

13. CAFETERIA PERSONNEL CARD INDEX

Size: 4" x 6" cards
 Dates: 1952 - -
 Quantity: 1 card drawer
 File Arrangement: By name of School

This is an index to cafeteria personnel giving the name of the school and of the employee, home address and telephone number, his social security number, the position held, the date of employment and of resignation. Regular employees are shown on white cards and substitutes on orange cards.

RECOMMENDATION: RETAIN FOR DURATION OF EMPLOYMENT AND FOR TEN YEARS THEREAFTER. THEN MICROFILM AND DESTROY CARDS. RETAIN MICROFILM PERMANENTLY.

14. EQUIPMENT INVENTORY CARD

Size: 5" x 8" cards
 Dates: 1945 - -
 Quantity: 1 card tray
 File Arrangement: By school and type of equipment

The Equipment Inventory Card identifies the type of cafeteria equipment, the name of the school, the name of the manufacturer and date of purchase, the serial number (if any), and the use of the equipment. It is prepared from the Equipment Inventory Sheet which originates in the individual cafeteria. When the card has been prepared the sheet is sent to the Engineering Division where it is filed in The General File in the Administration Division.

RECOMMENDATION: RETAIN CARDS FOR FOUR YEARS OR FOR THE LIFE OF THE EQUIPMENT, WHICHEVER IS LATER, AND THEN DESTROY.

15. BUDGET CONTROL

Size: Letter size
 Dates: 1956 - -
 Quantity: 1 binder
 File Arrangement: Chronological

The Budget Control is arranged by type of Expenditure, new equipment requests, replacement, repairs and miscellaneous, giving the date, the name of the school, the purchase order number, the amount, and the budget balance with totals carried forward.

RECOMMENDATION: RETAIN PERMANENTLY.

16. GENERAL FILE

Size: Letter size
Dates: 1950 - -
Quantity: 8 file drawers
File Arrangement: By subject

The General File is composed of material under the following headings:

Administration
Annual Lists of Cafeteria Employees (by school)
Annual Milk Purchase and Cost Reports (by school)
File Information
Orders and Bids for Food
Personnel Applications
Planning School Lunches
United States Department of Agriculture Receipts

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.